

**HUMAN RESOURCES DIVISION**  
PHONE: (815) 724-4020  
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**150 WEST JEFFERSON STREET  
JOLIET, ILLINOIS 60432-4158**

### **EMPLOYMENT OPPORTUNITIES**

**JOB POSTING #** 24-22  
**POSTED:** 02/07/2022, 12:00 p.m.  
**EXPIRATION:** until filled  
**TITLE:** Historic Preservation Intern (Position Code #7046)  
**SALARY:** \$15.00 per hour/ NO BENEFITS  
**DEPARTMENT:** COMMUNITY DEVELOPMENT  
**DIVISION:** PLANNING

### **GENERAL PURPOSE:**

This temporary full-time position performs historic preservation and planning duties for the City involving a wide range of assignments. The position is open only to full-time students enrolled in an accredited undergraduate or graduate degree level program and is expected to run from mid-May through mid-August 2022, for a minimum of 20 and a maximum of 40 hours per week. Flexibility in hours and employment dates is available to address individual needs. Compensation is \$15 per hour.

### **ESSENTIAL DUTIES & RESPONSIBILITIES**

- Develop historical narratives for Joliet neighborhoods. Include current conditions and describe any cultural influences on the built environment.
- Assist with the inventory of architectural styles and building types in Joliet neighborhoods.
- Develop historical narratives for existing religious buildings.
- Assist with the development of special thematic walking or bus tours
- Assist other planning staff members and perform related duties and responsibilities as required.

### **MINIMUM QUALIFICATIONS**

#### **Education & Experience:**

- High school diploma or G.E.D equivalent
- Enrollment in a bachelor's degree program in historic preservation, history, museum studies, geography, planning, public administration, or a related field. Enrollment in a Master's degree program in historic preservation, history, museum studies, geography, planning, public administration, or a related field preferred.
- Valid driver's license

**Necessary Knowledge, Skills and Abilities Experience:**

- Excellent research, writing and public communication skills.
- Good judgment, thoroughness and dependability.
- Ability to plan, coordinate and manage projects.
- Ability to establish and maintain effective working relationships with employees and the public.
- Self-motivated and able to work independently in the absence of supervision;
- Proficiency in the suite of Microsoft Office products;
- Graphic design ability and familiarity with the Adobe Suite of products is preferred (e.g. InDesign, Illustrator, Photoshop, etc.);
- Arc GIS ability is preferred
- Physical skills necessary to perform the duties of the position.

**SPECIAL REQUIREMENTS**

- Must have a personal vehicle available for out-of-office field work. Vehicle mileage will be reimbursed at the standard federal IRS mileage rate.
- Must submit a writing sample or similar to demonstrate research, writing and public communication skills.

**TO APPLY**

Submit application, resume, cover letter, and writing sample by email to:  
[employment@jolietcity.org](mailto:employment@jolietcity.org)

**SELECTION GUIDELINES**

Formal application, rating of education and experience; oral interview, reference and background check; job related tests may be required.

The duties listed above are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to the position.

The job description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the needs of the employer and requirements of the job change.

**EQUAL OPPORTUNITY/REASONABLE ACCOMMODATION EMPLOYER**